



**THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY**



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TO: Massachusetts Tier II Reporting Entities

FROM: Kurt N. Schwartz
Director, Massachusetts Emergency Management Agency
Chair, Massachusetts State Emergency Response Commission

THROUGH: Massachusetts State Emergency Response Commission

CC: Massachusetts Emergency Planning Committees and Fire Departments

RE: Federal Changes to the Reporting Year 2017 Tier II Report

DATE: 9/8/17

The Massachusetts Emergency Management Agency (MEMA), in coordination with the Massachusetts State Emergency Response Commission (SERC), anticipates that it will use the Tier II Manager System for Reporting Year (RY) 2017 Tier II reporting.

There will be federal changes to the RY 2017 Tier II report, and in order to prepare for these upcoming changes this memorandum is being sent to all Massachusetts Tier II reporting entities regarding: 1) these upcoming federal changes; and 2) our recommendation that filers – through the Tier II Manager System – update their prior year (2016) report that reflect these changes.

Federal Changes to the RY 2017 Tier II Report

Effective January 1, 2018 the U.S. Environmental Protection Agency (EPA) will replace its five existing hazard categories (see Table 1 below) with the hazard categories found within the revised OSHA Hazard Communication Standard (see Table 2 below).

Table 1: Current Physical and Health Hazards

Fire
Sudden Release of Pressure
Reactivity
Immediate (Acute)
Delayed (Chronic)

Table 2: Physical and Health Hazards (to be effective January 1, 2018)

Physical Hazards	Health Hazard
Flammable (gases, aerosols, liquids, or solids)	Carcinogenicity
Gas under pressure	Acute toxicity (any route of exposure)
Explosive	Reproductive toxicity
Self-heating	Skin corrosion or Irritation
Pyrophoric (liquid or solid)	Respiratory or Skin Sensitization
Pyrophoric Gas	Serious eye damage or eye irritation
Oxidizer (liquid, solid, or gas)	Specific target organ toxicity (single or repeated exposure)
Organic peroxide	Aspiration Hazard
Self-reactive	Germ cell mutagenicity
In contact with water emits flammable gas	Simple Asphyxiant
Combustible Dust	Hazard Not Otherwise Classified (HNOC)
Hazards Not Otherwise Classified (HNOC)	
Corrosive to metal	

When does this go into effect?

This change becomes effective on January 1, 2018, which means that all RY 2017 Tier II reports (which are due by March 1, 2018) would use these new hazard categories.

Recommendation to Reporting Entities

In order to prepare for the upcoming federal changes to the RY 2017 Tier II report, the Tier II Manager System has recently been updated to include the new physical and health hazards listed in Table 2 above.

As reporting on these new hazard categories may be a time-intensive process for filers, MEMA is recommending that filers – who anticipate submitting a RY 2017 Tier II report – use the Tier II Manager System to update their prior year (2016) reports with the applicable hazard categories now. Although an updated report will NOT meet the RY 2017 Tier II annual reporting requirement, the information contained within your updated report would carry over to your RY 2017 report, which would reduce time spent on your RY 2017 reporting. This recommendation is being made to provide filers with more time to develop reports with the new hazard categories, and reduce overall strain on the Tier II Manager System.

Filers that choose to update their reports may do so now; it is recommended that updated reports be completed prior to 12/31/17, as this will create less strain on the System during the RY 2017 period.

While this is a recommended practice, it is not a requirement. In addition, reports that are being updated for this sole purpose (inclusion of the new hazard categories) would not need to be submitted to your respective Fire Department and/or Emergency Planning Committee. Reports that are updated for other reasons (e.g., new facility contact information) would need to be submitted to your respective FD and/or EPC per their respective reporting requirements.

How to Use the Tier II Manager System to Submit an Updated Tier II Report

The URL for the Tier II Manager System is: <https://massachusetts.hazconnect.com>

New filers must first register to use the Tier II Manager System. Registration is a one-time process; if you have already registered you do not need to do so again. If you need to register, please follow the steps outlined within MEMA's Tier II Manager System: Filer Registration Process memo, which may be found on MEMA's website at: <http://www.mass.gov/eopss/agencies/mema/resources/serc/>.

Please note that these directions are specific to updating the physical and health hazard categories of your prior year (2016) Tier II report. For additional assistance on use of the Tier II Manager System, a User's Guide is available on the Tier II Manager System website. To access the User's Guide materials, log-in to the System, click Continue, then click the green '?'

1. Log-in to the System (if you have lost or forgotten your User Name and/or Password, you may re-set them via the System's website)
2. Click Continue (top right of screen)
3. Click on the Facility Name you want to update
4. From the 'List Submissions' page, click 'Add a New Annual/Revision/Update' Report
5. Under 'Choose a Report Type', select 'Tier II Report'
6. Under 'Choose a Report Class', select 'Update for 2017' (the Update is set to the current calendar year)
7. Click Proceed
8. This will take you to the 'Edit Report Homepage'.
9. You will see that Step 2 of your report (Chemical Inventory) has a '!
10. Scroll down to Step 2 and click on the Edit button for each chemical you need to update. You may update each chemical by checking all physical and health hazards that apply. The chemical's physical and health hazards may be found on a current, Globally Harmonized System (GHS)-compliant Safety Data Sheet (SDS). The distributor or manufacturer that provided the chemical would have these forms and there is a wide-range of free SDS' available on-line.
11. Once done, click Save
12. When you have edited all chemicals, Step 2 will have a green check mark
13. Submit the Report (Step 6).

Again, an updated report will NOT meet the annual RY 2017 Tier II reporting requirement. In addition, reports that are being updated for this sole purpose (inclusion of the new hazard categories) would not need to be submitted to your Fire Department and/or Emergency Planning Committee.

Other SERC Tier II Reporting Information:

- If you submit a report via the Tier II Manager System you will receive an automatic reply acknowledging receipt.
- There is no filing fee for the SERC.
- The SERC does not require submission of SDS' or facility site plans.
- MEMA will, in early January, provide direction to all Tier II filers regarding RY 2017 annual reporting.

Related Resources

For additional information on these hazard category changes, the EPA has a fact sheet on its website here: https://www.epa.gov/sites/production/files/2016-06/documents/haz_cats_tech_amend_factsheet_final_06-16-2016.pdf

For additional information on SDS', the OSHA has a fact sheet on its website here: https://www.osha.gov/Publications/HazComm_QuickCard_SafetyData.html

Questions

If you have any questions regarding this memorandum please contact Mayra Quintana (508.820.2041; Mayra.Quintana@state.ma.us); or Jeff Timperi (508.820.2019; Jeff.Timperi@state.ma.us); or Paula Krumsiek (508.820.1424; Paula.Krumsiek@state.ma.us).